

**OPR: Management and Support Services Group**

**1.0 References.**

- a. Administrative Instruction No. 29, "Incentive and Honorary Awards Programs", dated July 1, 1999
- b. Administrative Instruction No. 63, "Performance Appraisal Program for General Schedule, Wage System and Certain Other Employees", dated July 1, 1999
- c. Administration and Management Memorandum, "DoD-Level Civilian and Military Honorary Awards", dated July 1, 2003
- d. Title 5, United States Code, Chapters 43, 45, and 54
- e. Title 5, Code of Federal Regulations, Parts 430, 451, and 540

**2.0 Applicability.** This policy applies to all members of the Pentagon Renovation & Construction Program Office (PENREN/C)

**3.0 Policy.** The PENREN/C Individual Awards Program will:

- a. Ensure that the type of recognition granted is in keeping with the value of an individual's contribution.
- b. Ensure that awards are not used as a substitute for other personnel actions or as a substitute for pay.
- c. Ensure that awards are used to motivate, promote longevity, recognize, and reward an individual's contribution to the efficiency and/or economy of the PENREN/C. Descriptions of PENREN/C Awards for Individuals are located at enclosure 1.
- d. Ensure that awards are used to support and enhance the vision/mission, goals and guiding principles of PENREN/C.
- e. Ensure that adequate and appropriate funding is available for the payment of cash awards.
- f. Establish a PENREN/C Awards Review Board to review and recommend action on nominations of such awards to the Director.

g. The PENREN/C Awards Review Board will consist of:

- (1) The Principal Deputy Director (PDD) as Chairman.
- (2) The Deputy Directors, are members.
- (3) Group Leaders, or a their designee, are members.
- (4) Others, as directed.

#### **4.0 Process.**

- a. Unless otherwise stated, any person on the PENREN/C can submit an award nomination through their IPT Leader and/or Group Leader. Personnel not assigned to a group will submit nominations through the PDD. Award nomination shall be submitted to the Executive Secretary for collection pending the next board meeting.
- b. The Executive Secretary will provide the Chairman and Board members with their copies of the awards nominations NLT one week prior to the board convening. The board members will use this copy to prepare for discussion when the board convenes.
- c. The PENREN/C Awards Board will convene bi-monthly to evaluate all nominations. The criteria established for the PENREN/C are at enclosure 2.
- d. Unless otherwise stated, the Director or the PDD in his absence, will be the Approving Official. In addition, the Director or the PDD in his absence, will be the Approving Official for Ad Hoc nominations.

**5.0 Effective date.** This policy is effective immediately and supercedes PMP 99-27d.



Michael R. Sullivan  
Director

Enclosures:  
As stated

## **PENREN/C Awards**

There are five categories of Awards that PENREN/C has available for its employees, as appropriate:

1. DoD-Level Civilian and Military Honorary Awards: The Department of Defense Distinguished Civilian Service Award (DSCA), Secretary of Defense Meritorious Civilian Service Award (MCSA), or OSD Exceptional Civilian Service Award (ECSA) may be awarded to Career Civil Service Employees. The Department of Defense Distinguished Public Service Award (DPSA), Secretary of Defense Outstanding Public Service Award (OPSA), or OSD Exceptional Public Service Award (EPSA) may be awarded to other than Career Employees. The Defense Distinguished Service Medal (DDSM), Defense Superior Service Medal (DSSM), Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM) and Joint Service Achievement Medal (JSAM) may be awarded to Military Members. These awards are reserved for performance characterized by extraordinary, notable or prestigious contributions that impact the Department of Defense as a whole and that normally require a direct working relationship with the Secretary of Defense and other senior officials within the Government. The second highest awards must be reserved for noteworthy or superlative contributions to the Department of Defense. (see reference C for implementing guidance and submission format)
2. Honorary: A certificate of Appreciation, OSD Civilian Career Service Award, or OSD Award for Excellence may be awarded for specific instance of superior contribution or work achievement that warrants special recognition and meets the criteria of OSD Administrative Instructions (AI) No. 29. The awards covered in AI No. 29 are typically for government employees who receive operational support from Washington Headquarters Services Directorate for Personnel and Security Customer Support Operating Office. The PENREN/C Director has delegated approval authority.
3. PENREN/C Employee Recognition Programs. Any Group Leader, the PDD, and/or the Director can nominate a PENREN/C member for any awards in this category.
  - a. PENREN/C Volunteer Recognition: PENREN/C members that volunteer to support organizational events, (holiday party, annual barbeque, or other similar events), can receive a PENREN/C Volunteer Recognition Certificate.
  - b. Piece of Pentagon Lucite Award: PENREN/C members that distinguish themselves by performing above and beyond expectations on a specific task/project will be awarded the Piece of Pentagon Lucite Award for Distinguished Performance. (See paragraph d below for special circumstances regarding contractors).
  - c. PENREN/C Award for Excellence: This uniquely designed PENREN/C

plaque is reserved for members that demonstrate continuous exceptional outstanding performance. To be eligible for this award, a member should have been affiliated with PENREN/C team for two or more years. (See paragraph d below for special circumstances regarding contractors).

- d. Since the cost of the awards listed in paragraph b & c above exceed the cost limitations of awards for contractors, the contractor's employer will pay for the cost of these awards.

The fourth and fifth categories of awards can be awarded to all PENREN/C members. However, awards for PENREN/C military members and contractors must be submitted as stated below.

- 4. Time-Off Awards (TOA): As prescribed in AI No. 29, this award is intended to reward instances of outstanding productivity and creativity enhancing the quality, efficiency, or economy of the PENREN/C. TOAs cannot be converted to a cash payment under any circumstances.
  - a. PENREN/C military members may be granted the maximum of ten three-day or five four-day weekend passes during a leave year. TOAs for PENREN/C military members shall be coordinated with WHS HRD Military Personnel Division.
  - b. TOAs for PENREN/C contractors must be submitted to the individual's company representative.
  - c. The Director approves TOAs and processes action for government employees in accordance with AI No. 29.
- 5. Special Act Monetary Awards: This is a lump sum cash award which is in addition to a PENREN/C member's regular pay, does not increase his or her base pay or salary, and is subject to the withholding of income taxes.
  - a. Military personnel may receive monetary awards in accordance with 10 U.S.C. 1124 (reference (e)) for suggestions, inventions, and scientific achievements. In lieu of lump sum cash awards, military members of the PENREN/C may also receive United States Savings Bonds in an equivalent amount; and all awards shall be coordinated with WHS HRD Military Personnel Division.
  - b. Monetary awards for PENREN/C contractors must be submitted to the individual's company representative.
  - c. The PENREN/C Awards Board will review all nominations for Special Act Monetary Awards. Awards will not exceed \$5000.00 per PENREN/C government employee member in a fiscal year; and must be within the component's and individual's ceiling set forth under AI No. 29 and 63. The PENREN/C Director has delegated approval authority.

Note: Other types of awards (e.g., performance appraisal awards, quality step increases, monetary suggestion awards) must meet the requirements found in AI Numbers 29 and 63. Awards for contractors shall meet requirements consistent with the established policies and procedures of the contractor's employer.

## **PENREN/C Individual Awards Criteria**

Formats for PENREN/C approved Awards (for other awards follow the criteria set forth in AI No. 29 section E8 or Administration and Management Memorandum, "DoD-Level Civilian and Military Honorary Awards", dated July 1, 2003.

1. All non-monetary and/or honorary award nominations shall be typed in memorandum format for the PENREN/C Awards Board addressing the following:
  - a. Name of member, his or her social security number, PENREN/C position, series and grade (if applicable), organization (payroll office), and Group/IPT of which he or she is a member.
  - b. Detailed justification, not to exceed ½ page, containing a complete, factual, and specific explanation of the superior contribution or work achievement that warrants special recognition. Each award shall include a brief, not to exceed 3 lines, citation to accompany the award.
  - c. Name of nominator, his or her e-mail address, and the telephone number of the PENREN/C member.
  - d. Memoranda should be submitted within 10 working days from the date of the superior contribution or work achievement that warrants special recognition.
2. Intangible, On-the-spot award, consisting of the coveted "Piece of Pentagon" will be presented to the PENREN/C member by the Director at the monthly Program Review.
3. Time-Off Awards (TOA) shall be reviewed and approved by the Group Leaders or the PDD and processed in accordance with AI No. 29.
4. Monetary awards shall be typed in memorandum format for PENREN/C Awards Board, and include:
  - a. Name of nominator, his or her e-mail address, and the telephone number of the PENREN/C member
  - b. Detailed justification, not to exceed ½ page, containing a complete, factual, and specific explanation of the contribution resulting in tangible benefits or savings and or intangible benefits to the government; or non-recurring contribution that warranted special recognition. The awards scale(s) found in AI No. 29 shall be cited to substantiate the award amount.
  - c. Name of Group and/or IPT Leader nominator, his or her e-mail address and the telephone number of the PENREN/C member.

- d. Submit one copy of the completed memorandum to the PENREN/C Program Awards Board through the Executive Secretary approximately 15 days from the date of the outstanding contribution or work achievement that warrants special recognition.
- e. The Director approves TOAs and processes action in accordance with AI No. 29.